



Celebration of Lights Parade, Tree Lighting Ceremony and Holiday Fiestas Events

General Merchandise Vendor Information

San Jacinto Plaza

Tree Lighting Ceremony day: **Saturday, November 20, 2021** **Entry fee: \$60.00**

60 spaces available

Holiday Fiestas: **Wednesday Dec. 23** **Thursday and Friday Dec. 30 & 31**

8 – 12 spaces available

Assignments of spaces will be made on a “first-meet-requirements and paid-in-full, first serve basis”. Event Staff reserves the right to make spaces changes

Please fill out the enclosed application and make checks payable to the **CITY OF EL PASO**. All checks must be written on the front: Driver’s License Number, Expiration and Date of Birth. **No out of town checks unless military with military identification card.** Cash (exact change) will be accepted only when paying in person; you may also pay with a credit card on person over the phone. Please call us to make arrangements. More information: **Serjio Gonzales – (915) 212-0784 & (915) 268-8914**

GENERAL INFORMATION

1. **BOOTH:** Exhibitors must provide their own WHITE 10 ft x 10 ft tent/canopy with side wall covers. Exhibitor is responsible for providing their own display equipment (tables, chairs, power strips, etc.). Each exhibitor is responsible for providing an assembled and secured tent. **No stakes or nails will be permitted to secure your tent, since the space is a leased paved parking lot or a City street. You must bring sand bags, or any other heavy material to secure your tent. Spaces without a tent WILL NOT BE ALLOWED!**
2. **BOOTH DECORATION:** Due to the special nature of the event, we are making a requirement for you to decorate your booth with lights and holiday ornaments and decorations, in accordance to the event. Your support on this item will be highly appreciated.
3. **ELECTRICITY:** Electrical power available for your decorations and basic lighting requirements. Lights must be **LED** for low power consumption (**incandescent bulbs and electrical heaters will NOT be permitted, due to limited power supply**). Bring your own long power extensions
4. **10 ft. x 10 ft SPACE:** There are sixty (60) “spaces” available for vendors.
5. **TEXAS TAX IDENTIFICATION:** In general, all vendors must have a tax identification number from the state of Texas, meet residency requirements, and display their permit whenever at the market. To obtain a Texas tax identification number visit http://www.window.state.tx.us/taxinfo/sales/new_business.html. New Mexico vendors must apply for Texas Sales Tax ID from the local Texas Comptroller’s Office.



6. **COPYRIGHT:** Vendors willing to sell any copyrighted materials or items, must obtain and show, a permit issued by the copyright holder to sell materials. Copyright is the exclusive right given to the creator of a creative work to reproduce the work. Per federal copyright infringement law, goods such as fabric, charms, or prefabricated items with copyrighted images such as but not limited to, Disney, NFL/NBA logos, DC of Marvel Comic Logos, Dr. Seuss, Loony Tunes, TMNT, etc. are strictly prohibited. These items are for individual household use only. Violators will be asked to remove and discontinue selling the items immediately and may not be invited to participate in the future at our programs.
7. **CRIMINAL BACKGROUND CHECK:** Vendor must present a valid Criminal Background Check ID for himself and any other employee working at the booth space and must display it attached at their body, during the event. Cost is \$40. Places to request your criminal background check:

Acosta Center, 4321 Delta Dr.

Marty Robbins Rec. Center, 11620 Vista del Sol

Gary del Palacio Rec. Center. 3001 Parkwood St.
8. **SECURITY:** The City Of El Paso does not take any responsibility for loss, damages or theft if it should occur.
9. **SET-UP AND TAKE DOWN:** Set up time can start at 9 am on Saturday November 20. You may only drive your vehicle into the exhibit area to load and unload. You will be given with a time to set up. **Vehicle will be authorized into the site plan only to unload. After this, you must remove your vehicle outside of the site plan.** Takedown may take place at the end of the event only.
10. **PARKING:** Parking is not allowed within the exhibit area other than for unloading or loading. You may park on the streets or parking lots available.
11. **REMOVAL OF EXHIBIT ITEMS:** The Parks and Recreation Department reserves the right to exclude any display that may be offensive or not complying with the rules established by the Parks and Recreation Department pertaining to this event. No person(s) other than the approved vendor may sell any other item(s) from an officially approved booth/space only. Vendors not in compliance will be banned from future shows and will be asked to leave the festival grounds. **NO REFUNDS WILL BE GIVEN.**
12. **CLEAN UP:** All vendors are responsible to clean up their immediate area. Do not leave trash, wire, food, grease, etc. in the park area. All trash must be placed in trash bins.
13. **VENDORS ARE RESPONSIBLE FOR ALL REQUIRED PERMITS:** For information call the State Comptroller's Office at (915) 834-5660 or their Information Line 1-800-252-5555 (permits, tax forms, etc.) and the City Permit Department at (915) 541-4565. Food Vendors must also call the City-County Health Department at (915) 543-3627 (Food Handlers).



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APPLICATION

(Please Print)

Individual's Name _____ Phone # () _____

Business or Group Name _____ Email _____

Address _____ City _____ State _____ Zip _____

I (We) will be exhibiting and selling the following art/crafts/general Merchandise:

Space subject to change if necessary by Event Supervisor. Efforts will be made to accommodate vendors accordingly.

AGREEMENT:

_____ I understand that I will not sell items or merchandise subject to Copyright Laws, such as fabric, charms, or prefabricated items with copyrighted images such as but not limited to, Disney, NFL/NBA logos, DC or Marvel Comic Logos, Dr. Seuss, Loony Tunes, TMNT, etc.

_____ I understand that I will not hold the City of El Paso or the Parks and Recreation Department responsible for any loss or damage to my property.

_____ I understand I will have my space manned throughout the duration of the festival's operating hours.

_____ I understand I will be responsible for securing all licenses, permits, certificates required by Law. I am to collect and submit all sales taxes required. By law the City of El Paso and Parks and Recreation Department **will not be responsible** for reporting any sales tax (List of all vendors is provided to the State Comptroller's Office and City-County Health Department).

_____ I **will not** bring any form of alcohol into event.

Vendor's Signature _____ Date _____

*******FOR OFFICE USE ONLY*******

Approved If Signed by Parks & Rec Staff _____ Date _____